Aging Division
Wyoming Department of Health
Information and Education Bulletin

Subject: WyTrain Online Learning Management System

The Wyoming Department of Health has facilitated access to an Online Learning Management System called WyTrain. The System can be accessed by going to this web site: https://wy.train.org   It is a **free** service provided by the Public Health Foundation (PHF) with support from its funding partners and sponsors, of which the Wyoming Department of Health is one. PHF and the TRAIN affiliates receive no commissions nor any other financial compensation related to user enrollment in a course or purchase through this system, unless a course is specifically noted as being offered by PHF or an affiliate organization for a fee.

Through this site, you can:

- Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites,
- Track your learning with personal online transcripts,
- Access valuable materials, course reviews, and discussions to improve your learning experience, and
- Stay informed of the latest public health trainings for your area or expertise.

What is TrainingFinder?

TrainingFinder is a comprehensive database of nationwide learning opportunities for professionals who protect the public's health. During its first three years, the Public Health Foundation's award-winning TrainingFinder web site helped over 200,000 public health professionals easily find distance learning programs from government, academic, and private sector training providers.

In response to the needs of many states, TrainingFinder expanded in 2003 to become the first nationwide learning management system for the public health field. TrainingFinder is the national hub of this expanded system, called TRAIN , which allows users to:

- Easily access information about courses posted on the national TrainingFinder site or any affiliated state or partner web site
- Find traditional classroom courses plus distance learning courses
- Keep an individual learning transcript and track competency-based learning

The purpose of TrainingFinder is to provide information to help assess and meet the development needs of the public health workforce, while further advancing state-of-the-art training and utilization of public health competencies.

To: **All First Time WY TRAIN Users**

From: **NJ Ilminen, PHEP Training/Education Coordinator**

Date: **July 2008**

Re: **Welcome on Board WY TRAIN!**

To get started go to: https://wy.train.org

1. Click on CREATE ACCOUNT - on the left hand side of the screen
2. 2nd page TRAIN POLICIES: after reading the policies, click on the I AGREE TO THESE TRAIN POLICIES box and then click NEXT
3. 3rd page REQUIRED FIELDS: enter your data in the required fields, click on NEXT at bottom of screen
4. 4th page LOCATIONS: enter the region in which you work, continuing to click on the FIELDS as they appear, click on NEXT
5. 5th page MEDICAL RESERVE CORP MEMBER: after selecting NO, click on NEXT
6. 6th page PROFESSIONAL ROLES: select up to 3 roles, click on NEXT
7. 7th page WORK ENVIRONMENT: select up to 3 choices, click on NEXT
8. 8th page DEMOGRAPHICS: this is optional information only, click on NEXT
9. 9th page ACKNOWLEDGMENT OF ACCOUNT: click on CONTINUE
10. Click on Home Page
11. Click on Course Search to find courses to register for.
12. ***Always remember to LOGOFF when through!***
13. The next time that you sign on – you will have to enter your sign on and password in the MEMBER LOGIN fields.

Accessing courses:

Under the WY TRAIN logo, you will notice the field COURSE SEARCH.

1. Click on COURSE SEARCH
2. Click on BY SUBJECT
3. Enter the course title or key words i.e., IS-100 (for the Basic Incident Command course)
4. Click on the TITLE of the requested course
5. The COURSE DETAILS page is displayed
6. To register for the course click on REGISTRATION and follow prompts!

Once you complete a course within TRAIN, that record will be captured in MY LEARNING RECORD, located on the HOME page. You can locate in the file titled TRANSCRIPT.

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